

FaDSS Waiting List

Because of budgetary limitations of the FaDSS program families that are referred to the program when the grantee is at capacity may be placed on a waiting list for FaDSS services. The waiting list is kept by each individual grantee for their FaDSS Program. Each grantee will have a local waiting list policy. The policy need to be in writing and on file at DHR/DCAA. (See below for development of local waiting list policy)

When placing a family on the waiting list it is still necessary to complete form 4.9 FaDSS Universal Referral form. The form shall be completed as instructed and in Part B the line for waiting list will be marked. The form will then be returned to PROMISE JOBS and the referral source within the timeframe that is outlined in the instructions.

Grantees must send a letter to the family confirming that they have been placed on the FaDSS waiting list. Each grantee will develop this letter to be sent to the family informing them of their waiting list status.

Before a family can be removed from the waiting list and enrolled in the FaDSS program they must be receiving Family Investment Program benefits (FIP) and voluntarily agree to participate in the FaDSS program.

Development of local waiting list policy

Each grantee must have a waiting list policy on file with DCAA and in their local office. Local waiting list policy must contain the following information.

- A draft of the letter that will be sent to families notifying them of their status of being placed on the waiting list.
- Who is responsible for sending the letter to the family and notifying the referral source of the action that the family has been placed on the waiting list?
- Explanation of how families who cannot be served, or cannot be served promptly, are referred or connected to appropriate resources.
- Explanation of the process of removing families from the waiting list. (this could be first come first served or a priority list for removable to name two examples of criteria)